



**ACCREDITING  
COMMISSION  
for COMMUNITY and  
JUNIOR COLLEGES**

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October 3, 2008

Phoebe Helm  
Interim Superintendent/President  
Hartnell College  
411 Central Avenue  
Salinas, CA 93901

Dear President Helm:

This letter is to remind you that your institution is scheduled to submit a Report on **March 1, 2009**. This report will be followed by a visit by Commission representatives. The purpose of this report is to follow up on the institution's response to recommendations contained in the Commission action letter.

I am enclosing a copy of the action letter and guidelines for preparing a Follow-Up Report. Within these general guidelines, the college is free to organize the report in ways which are useful to the institution.

Please note that the institution is required to send **three copies** of its report to the Commission, **plus an electronic version**, and one copy to each team member. In addition, the Commission requires evidence that the report was approved by the Governing Board.

Please don't hesitate to contact us if we can provide assistance.

Sincerely,

Barbara A. Beno  
President  
BAB/cg

Enclosures



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June 30, 2008

Dr. Phoebe Helm  
Interim Superintendent/President  
Hartnell College  
411 Central Avenue  
Salinas, CA 93901

Dear President Helm:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 4-6, 2008, reviewed the Progress Report submitted by the College and the report of the evaluation team which visited on Tuesday, April 29-Wednesday, April 30, 2008. The Commission took action to accept the report, remove the College from Warning, reaffirm accreditation, and require that the College complete a Report by **March 1, 2009**. That Report will be followed by a visit of Commission representatives.

I also wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action including possible termination of accreditation. Hartnell College must correct the deficiencies noted by the Commission's meeting in **June, 2009**. Hartnell College has only partially completed the work to full resolve Recommendations 2, 3 and 4. The Report of March 1, 2009 must demonstrate the institution's resolution of the recommendations below:

**Recommendation 2:** The team recommends that College constituencies agree upon and implement an ongoing, systematic, integrated process for program review, planning, budgeting and hiring, and that a means be developed to communicate decisions made in those arenas back to the campus at large. (Standards I.B.3; I.B.5; III.A.6; III.B.2.b; III.C.2; III.D.1.a; III.D.2; III.D.2.b)

**Recommendation 3:** The team recommends that a planning process be completed that will address the needs for staffing and maintenance in new buildings and for technology support in both new and existing buildings. (Standards I.B.3; I.B.4; I.B.6; III.A.2; III.A.6; III.B.1.a; III.B.1.b; III.B.2; III.2.a; III.B.2.b; III.C.1.c; III.C.2)

**Recommendation 4:** The team recommends that the College engages in a broad-based dialogue that leads to:

- The identification of Student Learning Outcomes at the course and program levels; and
- Regular assessment of student progress toward achievement of these outcomes. (Standards II.A.1.c; II.A.2.a; II.A.2.b; II.A.2.e; II.A.2.f; II.A.2.g; II.A.2.h; II.A.2.i; II.A.3)

Dr. Phoebe Helm  
Hartnell College  
June 30, 2008  
Page Two

In addition, the Commission requires that Hartnell College address the following:

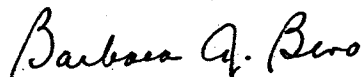
**Commission Concern 2:** The Commission asks Hartnell College to demonstrate that it meets Eligibility Requirement 10 which requires the institution “defines and publishes for each program the program’s expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.”

The recommendations contained in the evaluation team report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the College is expected to use the report to improve the educational programs and services of the institution.

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your College staff and to those who were signatories of your College report. This group should include campus leadership and the Board of Trustees. The Commission also requires that all reports be made available to students and the public. Placing copies in the College library can accomplish this. The Progress Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation.

On behalf of the Commission, I wish to express continuing interest in the institution’s educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Board President, Hartnell CCD  
Dr. Christopher McCarthy, Team Chair  
Evaluation Team Members

**Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges**

***PREPARATION OF A FOLLOW-UP REPORT WITH A VISIT***

A **Follow-Up Report** is a report requested by the Commission for special purposes. It can occur at any time in the 6-year accreditation cycle. A Follow-Up Report requires that the institution provide information, evidence, and analysis regarding the resolution of the issues to which it was directed by the Commission's Action Letter. The institution's report will be reviewed by the Commission at its next regularly scheduled meeting, and the institution will be notified as to what action, if any, it must take next.

Visits accompanying Follow-Up Reports are normally one-day visits by a team of two members, typically the chair of the comprehensive evaluation team familiar with the issues confronting the institution and a member of the Commission or Commission staff. The team is appointed by the Commission and reviewed by the institution in order to avoid potential conflicts of interest. \*

The purposes of the team conducting this visit are to:

- verify the accuracy and relevance of the report submitted by the college in response to the specific action of the Commission
- determine the extent to which the institution now meets the Commission standards cited in the recommendations
- report findings and recommendations to the Commission

**Follow-Up Report Format**

The following format for the report should be used:

1. **Cover Sheet**  
Include the date of submission, the name and address of the institution, and a notation that this is a Follow-Up Report.
2. **Table of Contents**
3. **Statement on Report Preparation**  
The statement, signed by the Chief Executive Officer of the institution, describes the process of report preparation and identifies those who were involved in its preparation, review, and approval.
4. **Response to Team Recommendations and the Commission Action Letter**  
Each recommendation identified by the Commission in its action letter should be identified and discussed. The report should describe the resolution of each recommendation, analyze the results achieved to date, provide evidence of the results, and indicate what additional plans the institution has developed.
5. **The Follow-Up Report must be reviewed by the Governing Board prior to its submission**

**Accrediting Commission for Community and Junior Colleges**  
Western Association of Schools and Colleges

The institution is required to send **three copies** of its report to the Commission **plus an electronic version**. The hard copies of the report should be sent to the Commission's mailing address at 10 Commercial Boulevard, Suite 204, Novato, CA 94949. The electronic version of the report should be transmitted to [accjc@accjc.org](mailto:accjc@accjc.org).

A copy should also be sent to each team member listed on the team roster who will visit the institution. The date of the visit is listed on the team roster.

\* Policy on the Rights and Responsibilities of ACCJC and Member Institutions in the Accrediting Process. (Adopted January 2005) *Accrediting Reference Handbook*